



DISAM



SAM-TO Course ITM Web Site and IMSO Web Exercise and Guide

1 December 2003

Note: This *Exercise* will teach you to use the new DISAM **International Training Management (ITM) Web Site** and the new **International Military Student Office (IMSO) Web** system. It will acquaint you with the broad range of international training information that is now available at these web sites. Please understand that all of these systems are quite dynamic and are continuously being improved. Consequently, there may be slight differences between the *current* web site content and this *Exercise*. Please take your time and follow the *step by step* instructions that are provided, until you become more familiar with the various web sites. When you return to your home station, you will find that this *Exercise* will serve you and others in your IMSO office as a *Guide* to using these web sites.

Using the International Training Management (ITM) Web Site

The **International Training Management (ITM) Web Site** provides access to a very wide range of resource materials that cover the management of international military training. Naturally you will want to create a *Bookmark* (Netscape) or a *Favorite* (MS Explorer) on your duty station computer to facilitate accessing this and other international training web sites.

Double-click on the **ITM Web Site** shortcut.



International Training Management

A Web Site for International Military Training Managers
Involved in Security Cooperation Programs

IMPORTANT:
TMS Version 6.003 was fielded to all SAOs on 12 Sep 03. See [TMS 6.003](#) for complete information.
See the brand new [AESAT IMSO Page](#) with up to date POC info on Air Force IMSOs.
See the [SCIP Page](#) for information about this valuable new system.
See newly published, 3 Oct 2003 SAMM, [Chapter 10--International Training](#), and [Chapter 11--Special Programs and Services](#) (Paragraph C11.13 -- Security Assistance Teams).
See [FY 2004 Counter Terrorism Fellowship Program guidance](#).
See [ASPA](#) for DSCA provided American Service Members' Protection Act implementation guidance.
See latest Draft of [S.A. Health Affairs Handbook](#).

REMINDER: Many SAOs have not started uploading data from TMS to the SAN. As a result, your Point of Contact information is NOT available to schoolhouse IMSOs. They can't identify you when they click on your Country Code on the IMSO Web system. You must have TMS 6.0 or later installed to accomplish uploads to the SAN. See: [How to Upload from TMS to the SAN](#)

Note: At your home station, type the following web site address in the **Location** block of your Browser screen: <http://www.disam.dsca.mil/imt/> and press **Enter**. Many documents provided in the ITM web site require *Adobe Acrobat Reader* to view them. The ITM Home Page explains how to get *Adobe Acrobat Reader*.

If you have not previously read the **International Training Management Home Page**, do so at this time. Be sure to scan the content of the large red bordered box so that you will get an idea of the content of the site.

International Training Management (ITM) Web Site Content

Scroll down to the **Red** menu box and, in the upper left corner:

References Messages Articles Points of Contact Events--Dates Lessons Legislation Web Site Links Training Programs IMET FMS Counterterrorism Fellowship Prog-CTF Counter Narcotics Prog-CN Iraq Liberation Act-ILA Intl Narcotics Law-INL FAA, Sec 506 Drawdown Automation FAQS SAN LSAN TMS LTMS IMSO Web System SAO Web System DSAMS Training Module SCIP (Portal) IMS Pre-Departure Briefing CD Web Site Examples Adobe Acrobat Download	SAO SAO Specific SAO Best Practices Sample Messages Training Program Mgt SAO Web Sites IMS Pre-Departure Briefing CD IMSO IMSO Specific IMSO Best Practices IMSO Web Site Development IMS Pre-Departure Briefing CD Model IMSO Web Page School/IMSO Web Sites MILDEP Army Navy Air Force Marine Corps Coast Guard Unified Command CENTCOM EUCOM PACOM SOUTHCOM International Military Student General Information Country-Specific Information	Functional Areas Biographical Data Contractor Provided Training Dependents Distance Learning DoDIP English Language Training Eng Lang Tng--In Country English Lang Laboratories Exchange Training Expanded IMET FMS Training Health Affairs Human Rights ID Cards IMET IMS Pre-Departure Briefing Intercultural Commo ITOs Legal Orientation Tours Student Administration Student Screening Teams Travel & Living Allowance Training Prices
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International Training Management (ITM) Web Site Content

Click on **References** in upper left corner of red block. Click on **SAMM Chapter 10-International Training**. Click on **Back** to return to **References**. Click on **Chapter 10-Intl Mil Student Administration** of the **JSAT**. Click on **Back** to return to **References**. Under **DSCA**, click on the **S.A. Health Affairs Handbook** and the **DoD Informational Program Handbook**. Click on **Back** until you return to the **International Training Management** page.

Click on **Messages**. Click on the **200X Holidays for Int'l Military Students**. This is an example of the various policy messages that are promulgated for our international training program. Click on **Back** until you return to the **International Training Management** page.

Click on **Articles**. Scan the titles of the articles that provide extensive coverage of international training subjects. Click on the **International Military Student Pre-Departure Briefing** (Summer 2002) and the

International Student Guide to the American Culture (Dec 2000) articles. The latter article is an excellent intercultural presentation for an international military student going to the U.S. *Click on Back* until you return to the **International Training Management** page.

Click on Events--Dates. Find the date of your Service's **IMSO conference** (if posted). *Click on Back* until you return to the **International Training Management** page.

Click on Lessons and then *click on 1. SAM-TO Course.* Under **1. SAM-TO Course Exercises**, *click on* the link for **Exercise 1**. Do you recognize this exercise? *Click on Back* until you return to the **International Training Management** page.

Click on Web Site Links. This listing provides you access to well over 200 web sites that are important to international training managers. If at any time in the future you learn of additional sites or find links that are broken, please send an E-mail message to charles.collins@disam.dsca.mil with the correct web site address and the name and location of the activity.

Click on the Back button as needed to return to the **International Training Management** page.

Now, let's look at an item or two in the *other* informational *sections* of the **ITM Web Page**.

Under **Automation**, *click on IMSO Web System.* Read the **FAQS** provided for the IMSO Web. *Click on Back* until you return to the **International Training Management** page.

Under **IMSO**, *click on IMSO Best Practices.* Examine one or two of the documents provided. Also *click on Model IMSO Web Page.* This sample page is intended to help you get started requesting your own IMSO web page. *Click on Back* until you return to the **International Training Management** page.

Under **Functional Areas**, *click on Health Affairs* and **Student Administration** to see the kind of functionally specific information that is provided. *Click on Back* until you return to the **International Training Management** page.

The MILDEP/MILSVC International Training Web Sites

The SATFA, NETSAFA, AFSAT, Coast Guard, and Marine Corps International Training web sites provide excellent information on the training available to our international clients. They provide very valuable guidance on how to work with the international training agencies.

Click on the link for your service's international training management organization (SATFA, NETSAFA, AFSAT, CG, or MC) that is just above the red box on the **ITM Web Page**.

Explore your service's web site and identify the **kind of information** that is provided.

When you are finished *click on Back* and return to the **ITM Web Page**.

Remember: If, at any time, the **Back** (or **Forward**) button is not *active* (grayed out), close the screen that is open by clicking on the **X** in the upper right corner of the screen to close that screen.

Searching for S.A. Training Web Sites

You *can* use the various **Internet Search** web sites to find our **S.A. Training** web sites.

For instance, *type* in the address for **Google**, <http://www.google.com> in your Browser's address block and *press Enter*.

Type in **DLIELC** and *click* on **Search**.

The first item found should be the **DLIELC Home** page, etc.

The point is, that the established Internet Search sites will also locate our military organizations, even our S.A. Training activities.

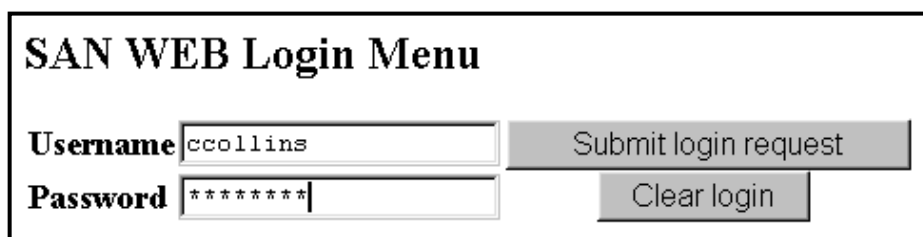
Type in “**International Training Management**”, with quotation marks, and *click* on **Search**.

Logging on the SAN

Double-click on the **SAN** icon on your computer desk top.

At your home station, *type* the following **address** in the **Location** block of your Internet browser and *press Enter*. The **SAN Web** address is: <https://san.osd.mil/san/login>. You must be a *registered user* to access the system.

Click on the **Username** block and *type* (in *lower case*) your **Username** (normally, first *initial* and *last name*).

A screenshot of the SAN WEB Login Menu. It features a title "SAN WEB Login Menu" at the top. Below the title are two input fields: "Username" with the text "ccollins" and "Password" with masked characters "*****". To the right of the Username field is a button labeled "Submit login request". Below the Password field is a button labeled "Clear login".

SAN WEB Login Menu		
Username	<input type="text" value="ccollins"/>	<input type="button" value="Submit login request"/>
Password	<input type="password" value="*****"/>	
		<input type="button" value="Clear login"/>

Press Tab and *type* in your **Password**.

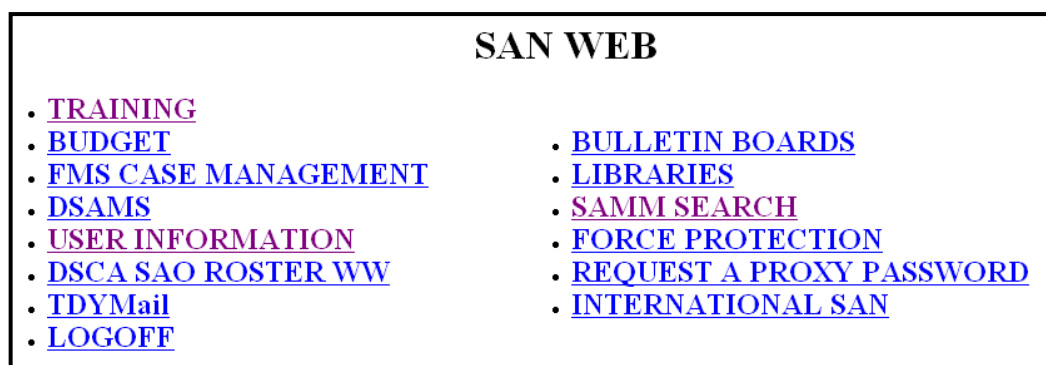
Note: SAN passwords are now required to have: at least **8 characters**, **upper and lower case**, **numerals**, and a **special character**.

Then *click* on **Submit login request**.

If your login attempt is not successful, *try* a **second** time. But, **do not try a third time**--call your instructor (call your user administrator if at your home station). A third unsuccessful attempt will cause your account to be suspended and the account will have to be reset.

The **Special Notice** screen provides continuous, *up to date* information on use of the **SAN Web** and other associated systems. Be sure to *read* current notices provided on this screen at your home station.

Click on **Continue** to go to the **SAN WEB** main menu. *Scroll* down (if you need to) to view the entire **SAN Web** main menu.

A screenshot of the SAN WEB main menu. It has a title "SAN WEB" at the top. Below the title is a list of links arranged in two columns. The left column contains: TRAINING, BUDGET, FMS CASE MANAGEMENT, DSAMS, USER INFORMATION, DSCA SAO ROSTER WW, TDYMail, and LOGOFF. The right column contains: BULLETIN BOARDS, LIBRARIES, SAMM SEARCH, FORCE PROTECTION, REQUEST A PROXY PASSWORD, and INTERNATIONAL SAN.

SAN WEB	
<ul style="list-style-type: none">• TRAINING• BUDGET• FMS CASE MANAGEMENT• DSAMS• USER INFORMATION• DSCA SAO ROSTER WW• TDYMail• LOGOFF	<ul style="list-style-type: none">• BULLETIN BOARDS• LIBRARIES• SAMM SEARCH• FORCE PROTECTION• REQUEST A PROXY PASSWORD• INTERNATIONAL SAN

Changing Your User Information

Note: If you need to change your password or update your user information, do the following. Otherwise go on to the next section of these instructions.

Click on **User Information** on the SAN Web main menu.

Click on **Change your user information**.

Update (change) your **user information** screen as shown in the following example. *Please follow the notes listed below and enter your personal information as explained.* You must enter this information carefully and accurately. The SAN is used today as the primary means of contacting both IMSO and SAO

personnel. If you *do not* take the time to enter your personal information with accuracy and clarity, you are only hurting others who are trying to use the SAN to communicate within the S.A. community.

<input type="button" value="Done"/> <input type="button" value="Abort"/>								
FORENAME	MR	FIRSTNAME	LARRY	MIDDLE INITIAL		LASTNAME	SURTEES	
ORGANIZATION	NATTC		JOB TITLE	IMSO		OFFICE CODE	DOT/IMT	
Note: Your password must be between 8 and 12 character in length and contain at least one upper-case, one lower-case, one digit and one special character.								
USERNAME	LSURTEES		PASSWORD	●●●●●●●●		re-enter PASSWORD for verification	●●●●●●●●	
Note: Changing your SAN WEB login password here does not change your POP3 mailbox password. Click here to enter the pages to change your POP3 mailbox password.								
*SAN AFFILIATION - ORGANIZATION		NETSAFA						
RESPONSIBILITIES		International Military Student Management						
*COUNTRY/COMMAND		<input type="text" value=""/>						
or								
*LOCATION/SCHOOLHOUSE CODE		NTP:P - NAVAL AIR TECHNICAL						
MAILING ADDRESS		NATTC DOT/IMT						
		230 CHEVALIER FIELD AVENUE						
CITY OR LOCATION		Pensacola		STATE	FL	ZIPCODE	32508-5113	
EXPRESS MAIL ADDRESS		<input type="text" value=""/>						
		<input type="text" value=""/>						
CITY OR LOCATION		<input type="text" value=""/>		STATE	<input type="text" value=""/>	ZIPCODE	<input type="text" value=""/>	
MESSAGE ADDRESS		NATTC PENSACOLA FL						
EMAIL ADDRESS		larry.l.surtees@cnet.navy.mil						
COMMERCIAL PHONE		850-452-7200		FAX NUMBER	850-452-3355		DSN	922-7200

Note: (All entries in CAPS except E-mail address)

1. Enter your Forename (Title), First Name, Middle Initial, and Last Name.
2. Enter your Organization (abbreviated), Job Title, and Office Code (if you have one).
3. Enter your Password twice – At least 8 chars, alpha, numeric, special, upper and lower case.
4. Enter your SAN training affiliation – normally SATFA, NETSAFA, AFSAT, MC, CG, DISAM, etc.
5. Enter your Location or School Code – three character code representing your training activity (ask instructor, if you need to). Click on Dropdown box and select (XXX:B=Army, D=Air Force, P=Maritime).
6. Enter your office mailing address. Don't need to enter Express Mail Address.
7. Enter Message Address, if you know it.
8. Enter your primary office or work E-mail Address (in lower case).
9. Enter your Commercial, FAX, and DSN phone numbers

After making all entries, *click* on **Done** to save the changes.

Click on the **Back** button until you return to the **SAN Web main menu**.

Accessing the IMSO Web

The **Training** function provides access to the various SAN functions typically used by the IMSO and SAO training managers.

Click on **Training** from the **SAN Web main menu**.

Main Training Menu

- [SAO Data Download \(STL, MASL, etc.\)](#)
- [IMSO & SAO Training Web](#)
- **Libraries**
 - [Training](#)
 - [Training Publications](#)
 - [FY02 Training Plans](#)
 - [FY03 Training Plans](#)
 - [FY04 Training Plans](#)

- [Int'l Training Management Web Site](#)
- [Training Bulletin Board](#)
- [Int'l Training POCs](#)
- [TPMR Messages/Guidance](#)
- [E-IMET Handbook](#)
- [Brooke/620 \(q\) Sanctions](#)

Click on **IMSO & SAO Training Web**.

The following **IMSO Home** screen will come up for your training activity when required accesses have been set by a SAN user administrator for IMSO office personnel. The **Glossary** at the end of these instructions explains any terms and data names that you may not be familiar with.

The screenshot shows the IMSO Home page. The header includes the IMSO logo and 'security assistance network' with 'DSCA - Defense Security Cooperative Agency' below it. The left sidebar has sections for Site Search, Logoff, IMSO Home, SAN Menu, Contact Us, User Info (Hello NOEL, last login 12/4/2003), and IMISO Options (My Training Activity, My Actions, Arrival Info, Create STL Report, Create MASL Report, IP to Excel, IP Students to Excel, Activities to Excel). The main content area has a date bar for Thursday, December 04, 2003, followed by an 'IMSO BULLETINS' section with several notices about workshops, lodging, and email. It ends with a 'Sincerely, The SAN Group' message and a 'Need additional information on' dropdown menu.

Please Note: Significant work is still being accomplished on the IMSO Web. Please expect changes to all of the subsequent IMSO Web screens.

Go ahead and *read* the following explanation of the **IMSO Web** menu items. *Don't click* on them until you are told to do so.

- **Site Search**—To use this search function, simply *click* on the data item in the **Search In?** drop down box, *type* in that which you want to search for, and then *click* on the **blue search button** (arrow). You can search your student data by **Student Name**, **Invitational Travel Order (ITO) Number**, **Work Sheet Control Number (WCN)**, **Foreign Identification Number (FIN)**, **Military Articles and Services (MASL) ID Number**, **Course Number/Title/Description**, etc.
- **Logoff**—Logs the user off the SAN.
- **IMSO Home**—Returns the user to the IMSO home page.
- **SAN Menu**—Returns the user to the SAN home page.
- **Contact Us**—Automatically sends an E-mail message to the system developer, Mr. Ron Elliott at NETSAFA.
- **My Preferences**—Permits selection of certain system preferences. Such as to show the IMSO Web header or provide Pop Up screens.
- **IMSO Directory**—Provides a directory of all IMSOs. If an IMSO has entered POC information for his/her office, then that information will be available.
- **SAO Directory**—Provides a directory of all SAOs. If SAO has uploaded POC information for his/her office, then that information will be available.
- **My Training Activity(s)**—Takes the user to the primary IMSO Web functional screen, from which student data can be accessed.
- **My Actions**—Shows the user all transactions that the user has effected on the IMSO Web, as well as pending actions.
- **Arrival Info**—Automatically provides access to arrival information that has been uploaded by SAOs.
- **Create STL Report**—Provides a custom query report function on your activity's student data.
- **Create MASL Report**— Provides a custom query report function on all course data.
- **IP to Excel**—Allows the user to output a IP report to an Excel spread sheet.
- **IP Students to Excel**—Allows output of IP student report to an Excel spread sheet.
- **Activities to Excel**—Allows output of activity information to an Excel spread sheet.

Reading the IMSO Training Activity Screen

Click on **My Training Activity(s)**, which is under **IMSO Options** in the menu on the left of the **IMSO** page.

Go ahead and *read* the following explanation of the **IMSO** Activity menu items. *Don't click* on them until you are told to do so.

- **Search by student status**--The data that can be viewed in the **Student** and **Courses** functions, is controlled by the drop down menu in the **Search by student status box**. Depending on the choice made, the user can view data on:

Active—Students currently at the training activity. This is the default selection when the screen first opens.

Confirmed—Students who are scheduled to arrive. A class space has been allocated and dates of training are contained in the data.

Departed—Students who have departed.

Reporting—Confirmed students who are arriving in next 30 days.

Projected—Students who are forecast to come to the school. There are approved training lines in the training program, but dates have not yet been entered.

All Students—**All Students** includes **Active**, **Confirmed**, and **Projected** training in the FY.

The screenshot shows a dropdown menu titled "Search by student status". The selected option is "50 Students Active". Other visible options include "148 Students Active & Confirmed", "17 Students departed last 30 days", "68 Students departed last 120 days", "148 Confirmed Students", "15 Students reporting next 30 Days", "280 All Students this FY", "90 Students projected for FY'03", "270 Students projected for FY'04", "145 Students projected for FY'05", "24 Students projected for FY'06", and "1738 All Students".

- **POC/Location/Name/Address**—Complete **POC** information for the IMSO office at the training activity is provided: the name of the IMSO, telephone number, the training activity or school with location code, and address. This information appears when *you* have entered complete **POC** information in the **Activity Info** function below.

- **Buttons**--Directly under the POC information there are 5 buttons that provide the basic functionality of the IMSO Training Web as follows:

Students--The first button allows the user to view *data on students* who are at the training activity, scheduled to come, or have departed. The function further allows for the *editing* of a students data, sending of *commencement* and *completion* reports, and other *E-mail communications* directly with the person involved in managing the student's training.

Courses--This function simply allows the user to see the preceding student data but sorts the students *by individual courses* at the training activity.

Activity Info--This function provides access to the complete *IMSO POC information* and other *detailed training activity information*. It is intended that specific IMSO Web users in the IMSO office will keep this information up to date. Any IMSO office representative can be authorized to edit this location information.

All Courses--This function allows the user to see specific *MASL course data* that is currently in the MILDEP (SATFA, NETSAFA, or AFSAT) computer system for the training activity or school. Depending on MILDEP policy, IMSOs will be asked to review this course information and communicate any discrepancies back to the MILDEP.

IP Events--In the future, this function will provide information about accomplishment of *DoD Informational Program events* for the student.

Entering IMSO POC and Training Location Information

Let's begin by making sure that your IMSO office has up to date POC information and detailed training location information for all of our world wide SAO offices. If you do this, the SAO will be providing GOOD information about you and your training activity to all of your incoming students.

Click on **Activity Info**, on the **IMSO Training Activity Screen**.

LARRY SURTEES/EDWIN EBLAMO (Phone: DSN 922-7200/7201 , COMM 850-452-7200/7201) ▶ (NTP - Navy) NAVAL AIR TECHNICAL TRAINING CENTER NATTC DOT IMT, 230 CHAVALIER FIELD AVE, PENSACOLA, FL, 32508-5113	
8 Students 7 Courses Activity Info All Courses IP Events Projection Report	

Scroll down and view the detailed information that is provided on the IMSO's Office and the Training Activity.

Similarly, there are screens for: **Billeting, Dining, Transportation, Driving, Medical, Climate, Uniform Requirements, Mailing Address, Miscellaneous**, etc.

If the first **Activity Info** screen that contains the **IMSO POC** information does not have accurate, up to date information for your IMSO office, *enter* up to to date, correct **POC information** for your training activity. *Do not enter or change* any information you are not sure of.

Information last updated on: 10/6/2003 by Edwin Eblamo	
Location Name:	NAVAL AIR TECHNICAL TRAINING CENTER
Point of Contact:	LARRY SURTEES/EDWIN EBLAMO
Point of Contact Title:	IMSO
Email: <small>alternate addresses separated by ;</small>	larry.l.surtees@cnet.navy.mil
Message Format:	NATTC PENSACOLA FL/DOT/IMT//
Office Symbol:	DOT/IMT
Voice:	850-452-7200/7201
Commercial FAX:	850-452-3355
Emergency Phone:	
DSN Phone:	922-7200/7201
Please fill-in as much as possible, YELLOW indicates needed item	
Street 1:	NATTC DOT IMT
Street 2:	230 CHAVALIER FIELD AVE
City:	PENSACOLA
State:	FL (ex. AL,FL,CA,NV,etc)
Zip/Postal code:	32508-5113
General Information	
LOCATION: LOCATED ABOARD THE US NAS IN PENSACOLA, FL. PENSACOLA IS LOCATED ON THE GULF OF MEXICO IN THE EXTREME WESTERN PART OF THE STATE. IT LIES APPROX 50 MI E. OF MOBILE, AL AND 203 MI E. OF NEW ORLEANS, LA. EASILY ACCESSIBLE FROM U.S. HWY INTERSTATE 10. FOR A COMPLETE COMMAND SUMMARY AND A PRE-DEPARTURE INTERNATIONAL MILITARY STUDENT BRIEF, VISIT THE WEBSITE HTTPS://WWW.CNET.NAVY.MIL/CNET/NATTC AND CLICK ON INTERNATIONAL MILITARY TRAINING (IMT) .	

Note: It is *extremely important* that you edit carefully the **IMSO POC information** and **detailed training location** information for your training activity. When you have entered this information, it is automatically available to all overseas SAO offices. **This is your opportunity to get correct and complete information about your training activity to our SAOs. You own the data. Please fill it in carefully.** Get in the habit of keeping it up to date. Again, do not make any changes to this information unless you are absolutely sure of the accuracy of your data. You will be changing the actual database that is downloaded by the SAOs. You will probably want to *wait until you return* to your training activity to update the detailed **Training Location** information that is called for in the screens following the **POC** screen. Disregard the **Notes** block, as It is a carryover from the old database, prior to the new *expanded* Training Location information database.

Note: If you *cannot* make entries in either of the preceding data entry screens, as well as the POC information, access has not been set for you to be able to do so. *Contact* your SAN User Group administrator. Also, be sure to **Save periodically** when you are entering data on-line. It is possible that an on-line system can *time out* on you. The IMSO Web should not time out in less than a one hour period. But, don't take a chance.

Click on **Save** at bottom of last screen.

Reading the Student Report Screen

Now, let's take a look at the data that is provided on students who are at or are coming to your training activity.

Click on **Students**, on the **IMSO Training Activity Screen**.

[LARRY SURTEES/EDWIN EBLAMO](#) (Phone: DSN 922-7200/7201 , COMM 850-452-7200/7201)
 ▶ (NTP - Navy) NAVAL AIR TECHNICAL TRAINING CENTER
 NATTC DOT IMT, 230 CHAVALIER FIELD AVE, PENSACOLA, FL, 32508-5113

8 Students |
 7 Courses |
 Activity Info |
 All Courses |
 IP Events |
 Projection Report

Note: You could also access this student data by *clicking* on the **Courses** button, which would allow you to look at all of your students in a specific course.

Filter by Country Sort by ☐ Printer Friendly ☐ Show Picture

[Student Report for (NTP) NAVAL AIR TECHNICAL TRAINING CENTER - Active Report]

Page 1 of 1

Action	Photo	Course Name	Report Dt Start Dt End Dt	Student Name	TLA CC/IA/Case/WCN
		NTPS/TEST FLT ENGINEER CONTRACT-ECL85 (D147058)	- 6-Jan-03 12-Dec-03	HARRISON,,ASHER, MAJ	No IS D TNH920 4568
MILDEP remarks: ITO AUTHORIZED BY MSG NO 2008562DEC02					
		NTPS/TEST PILOT CONTRACT-ECL85 (D147058)	- 6-Jan-03 12-Dec-03	ORON,,ITAL,, MAJ	No IS D TNH920 4567
MILDEP remarks: ITO AUTHORIZED BY MSG NO 2008562DEC02					
		AE - O LEVEL STRAND C-602-2039 (P131380)	20-Oct-03 20-Oct-03 29-Jan-04	AL OTAIBI, RASHED S. J. R SSGT SAO - AL OTAIBI, RASHED S. J. R	No KU P TAZ 6014F
MILDEP remarks: Student roled back because he refused to take test on 10-28-03 - grad date chnaged from 23 Jan to 29 Jan 04//db					
IMSO remarks: Arrived/Reported as Scheduled submitted by LARRY SURTEES on 10/21/2003 Enrolled as Scheduled submitted by LARRY SURTEES on 10/21/2003 2nd ITO Authorization submitted by Edwin Eblamo on 10/28/2003 Academic Warning submitted by LARRY SURTEES on 10/31/2003					
		AVIONICS TECH I LEVEL C-100-2017 (P131379)	24-Oct-03 24-Oct-03 24-Feb-04	Al-Maghawi, Meshari Y. A. SGT SAO - Al-Maghawi, Meshari Y. A.	No KU P TAZ 6009E
IMSO remarks: Enrolled as Scheduled submitted by LARRY SURTEES on 10/23/2003 Arrived/Reported as Scheduled submitted by LARRY SURTEES on 10/23/2003					
		AVIA SPT EQUIP TECH A1 C-602-2026 (P141631)	27-Oct-03 27-Oct-03 8-Mar-04	Al-Qaini, Ebrahim S.A.S. SSGT SAO - Al-Qaini, Ebrahim S.A.S.	No KU P TAZ 6012D
IMSO remarks: Arrived/Reported as Scheduled submitted by Edwin Eblamo on 10/27/2003 Enrolled as Scheduled submitted by Edwin Eblamo on 10/27/2003 Academic Warning submitted by LARRY SURTEES on 11/3/2003 Academic Warning submitted by LARRY SURTEES on 11/12/2003					

Clicking on the **Sort By** drop down menu allows sorting of students by: *Course Name, Country, Student Name, Report Date, Start Date*, and also allows output to an *Excel* format.
 Don't forget that when you *select* a different **sort**, you have to *click* on the **GO** button.

Printer Friendly—Provides a format that will print more easily.

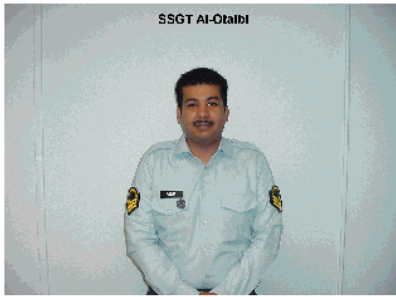
Show Picture—Will show the student's picture on this screen. (Picture is automatically available when you go to the Student's detail information.)

Remarks—If the **SAO**, **MILDEP**, or **IMSO** have entered any **Remarks** on the student, these are displayed on the **Student Report** screen as seen above.

Report Hyperlinks

As you scroll across the **Student Report** screen, you will notice that there are several Buttons or Hyperlinks. *Clicking* on these reveals:

- *Clicking* on the **Student's Name** or the **camera icon** in the **Student Report** screen provides the **Training List for Student**. This provides basic information about the student and the training he is attending.



Name:	AL OTAIBI, RASHED S. J. R
ITO#:	PF6014 SAO - KUTAZPF6014
FIN / SCN:	902812412
Student Type:	Enlisted
Pay Rate:	E-8
Rank:	SSGT
Accompanying dependents:	0
Passport:	

Student Training Track						
Course Title	Location Information	ECL	Report Date	Start Date	End Date	Line
GENERAL ENGLISH LANGUAGE	DEF LANG INST ENG LANG CEN		10/23/2002	10/28/2002	1/10/2003	L
MILDEP Remarks: Changed to 23 wks ELT per SAO email of 9-11-02//db Scored 67 on entry score 10-29-02//db Amened start date to 1-24-03 per DLI phonecon 11-25-02, scored 67 on ECL//db Mod DLI grad date to 10 Jan on 12-29 per Tad email because of early qual. Students on leave till Jan 24th 03 th						
TECHNICAL PREP TRNG PH I	NITC PENSACOLA FL	65	1/24/2003	1/27/2003	5/22/2003	A
LEAVE TIME - STUDENT	UNK		5/23/2003	5/23/2003	6/13/2003	B
TECH PREP TRNG PH II ELEC	NITC PENSACOLA FL	65	6/16/2003	6/16/2003	8/12/2003	C
MILDEP Remarks: Changed dates to marry him up with LASS class and prevent him from being a class of one.//db						
LEAVE TIME - STUDENT	UNK		8/13/2003	8/13/2003	8/25/2003	D
AVIONICS COMMON CORE	NAVAL AIR TECHNICAL TRAINING CENTER	75SA	8/26/2003	8/26/2003	10/17/2003	E
AE - O LEVEL STRAND	NAVAL AIR TECHNICAL TRAINING CENTER	75SA	10/20/2003	10/20/2003	1/29/2004	F
MILDEP Remarks: Student roled back because he refused to take test on 10-28-03 - grad date chnaged from 23 Jan to 29 Jan 04//db						

Scrolling down the above **Training List** screen reveals the **Student Training Track** or courses that the student is attending.

Digital Photo--You will notice that our IMSOs are already *uploading digital photos* of their international military students on the IMSO web. To do this, simply *take a digital photo*--it is recommended that you take your digital photos at the **lower resolution** setting on your camera (i.e., 72 pixels or a 640 x 480 setting). Save the **.JPG** file to a directory on the computer where you access the SAN. Then *click* on **Browse** to *select* the desired file. After the file is selected, *click* on **Upload** to upload the file to the SAN.

Follow-on Training Activity--*Clicking* on the hyperlink in the above **Location Information** column will automatically prepare an E-mail message to the follow-on training activities where the student will be going for his/her other courses. Thus you can readily *provide an arrival message* to the IMSO office at the follow-on training activity or school. In the above example, the student is attending follow-on training at the Armor School at Ft Knox.

- Clicking on the **Course Name** in the **Student Report** screen provides the **Course Detail Report** on the training that the student is enrolled in. If **Course Name** is not in bold, no course description exists in the database.

[Course Detail Report for (BCY) - US Army Armor School]	
Request Course revision? Click Here	
Course No:	2-17-C22
MASL ID:	B171620
Course Title:	ARMOR CAPTAINS CAREER
FY:	'02
ECL:	80SA
Security Clearance:	Secret
Duration (in weeks):	18
Prerequisite MASL:	B171619 / ARMOR CPT CAREER CRS PREP
Course Description / Administration / Remarks: Tank gunnery, tactical training, logistical and maintenance procedures, training methods and techniques, leadership skills and staff support functions at the battalion and brigade level, using the train the trainer concept.	

Clicking on **Request Course Revision** in the preceding screen will prepare and E-mail message to go to the MILDEP manager who is responsible for coordinating changes to the MASL training database. Many times the IMSO is the first to realize that the Course data carried in the MILDEP MASL database is in error.

Click on **Back** to return to the **Student Report** screen.

- Clicking on the **Country Code** in the **Student Report** screen identifies the **in-country SAO training manager**. At present you get a listing of all personnel in the SAO office for the given country and will have to pick the Training Manager. Shortly you will see only the designated **SAO Training Point of Contact**, the actual training manager with whom you will want to communicate.

[Ms Mildred MASOEU - IMET, General Administration](#) (Phone: DSN none , COMM (267) 371-731)
 (-) ODC BOTSWANA (ADMIN,TNG)
 Dept of State, 2170 Gaborone Place , , Dulles , VA, 20189-2170

Click on **Back** to return to the **Student Report** screen.

- Clicking on **IMET or FMS Case ID** in the **Student Report** screen will prepare an E-mail message to the **Country Training Program Manager** at SATFA, NETSAFA, AFSAT, Coast Guard, or Marine Corps.

Arrival Information--You will also notice that our SAOs are already *uploading Arrival Information* on their departing students. If arrival information has been uploaded by an SAO, that information will *appear* on the above student **Training List** screen. See following example for a Portuguese student arriving at the Air Force Institute of Technology at Wright-Patt AFB OH.

SAO Remarks:	STUDENT ARRIVING AT Dayton ON Continental FLIGHTNO 3051 AT 4/4/02 REMARKS INCLUDE: PLEASE NOTE THIS IS CHANGE TO THE INITIALLY REPORTED FLIGHT INFORMATION.
-------------------------------	--

Printing a Printer Friendly Student Report

Click on **My Activity** under **IMSO Options** in the menu on the left of your screen.

Click on the **Students** hyperlink/button.

Click on **Sort by Country** in the Sort by drop down menu.

Click on the **Printer Friendly** box, *don't select Show Picture*, and click on **GO**.

Remember, that depending on the selections you have made previously (Active, Confirmed, Departed, Projected, etc. or specific countries), you can do a report on your student population as you desire. In other words, on your **Active students**, **Arriving students**, **Departed students**, etc.

Click on the **MS Windows Print** button or click on **File** and **Print**. This will give you a prepared report of students in order of their **Country**. *Selecting File, Page Setup, Landscape, and Print Preview* will give you a report as follows.

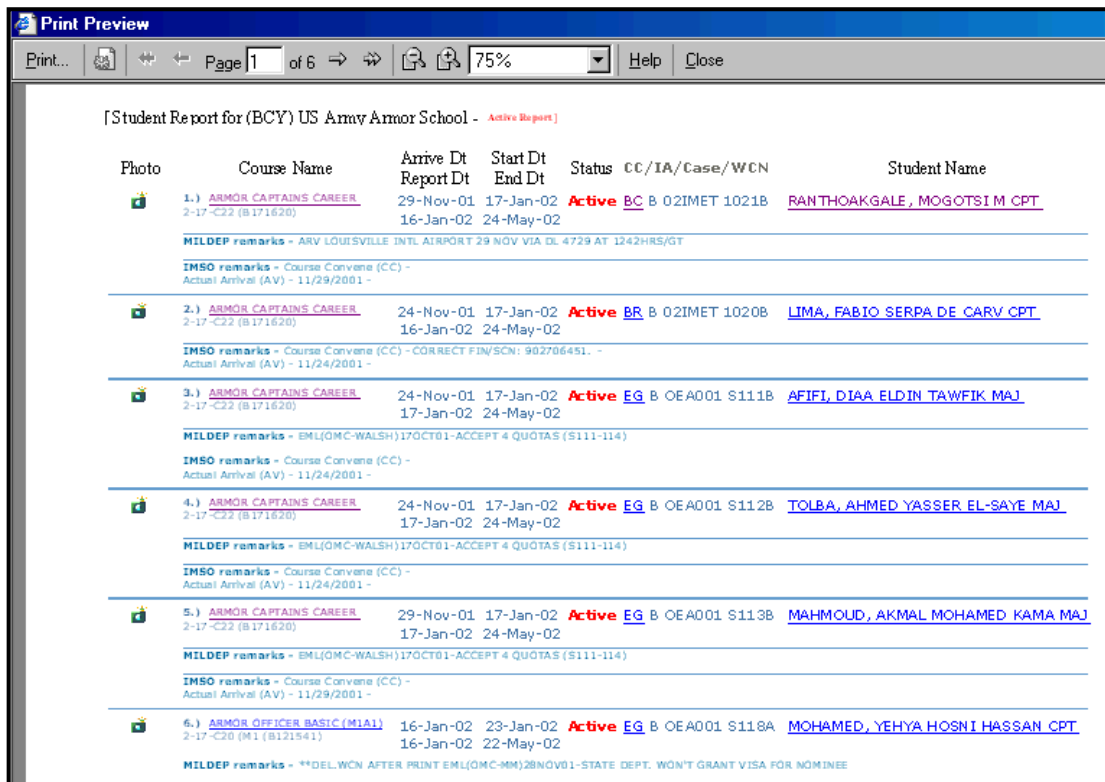


Photo	Course Name	Arrive Dt Report Dt	Start Dt End Dt	Status	CC/IA/Case/WCN	Student Name
	1.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620)	29-Nov-01 16-Jan-02	17-Jan-02 24-May-02	Active	BC B 02IMET 1021B	<u>RANTHOAKGALE, MOGOTSI M CPT</u>
MILDEP remarks - ARV LOUISVILLE INTL AIRPORT 29 NOV VIA DL 4729 AT 1242HRS/GT						
IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/29/2001 -						
	2.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620)	24-Nov-01 16-Jan-02	17-Jan-02 24-May-02	Active	BR B 02IMET 1020B	<u>LIMA, FABIO SERPA DE CARV CPT</u>
IMSO remarks - Course Convene (CC) - CORRECT FIN/SCN: 902706451. - Actual Arrival (AV) - 11/24/2001 -						
	3.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620)	24-Nov-01 17-Jan-02	17-Jan-02 24-May-02	Active	EG B OEA001 S111B	<u>AFIFI, DIAA ELDIN TAWFIK MAJ</u>
MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114)						
IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/24/2001 -						
	4.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620)	24-Nov-01 17-Jan-02	17-Jan-02 24-May-02	Active	EG B OEA001 S112B	<u>TOLBA, AHMED YASSER EL-SAYE MAJ</u>
MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114)						
IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/24/2001 -						
	5.) <u>ARMOR CAPTAINS CAREER</u> 2-17-C22 (B171620)	29-Nov-01 17-Jan-02	17-Jan-02 24-May-02	Active	EG B OEA001 S113B	<u>MAHMOUD, AKMAL MOHAMED KAMA MAJ</u>
MILDEP remarks - EML(OMC-WALSH)17OCT01-ACCEPT 4 QUOTAS (S111-114)						
IMSO remarks - Course Convene (CC) - Actual Arrival (AV) - 11/29/2001 -						
	6.) <u>ARMOR OFFICER BASIC (M1A1)</u> 2-17-C20 (M1 (B121541)	16-Jan-02 16-Jan-02	23-Jan-02 22-May-02	Active	EG B OEA001 S118A	<u>MOHAMED, YEHYA HOSNI HASSAN CPT</u>
MILDEP remarks - **DEL.WCN AFTER PRINT EML(OMC-MM)28NOV01-STATE DEPT. WON'T GRANT VISA FOR NOMINEE						

Click on **Back** and click on **My Activity** and click on **Students**.

Generating Convening and Completion Reports and Editing the Student Data

Click on **My Activity** under **IMSO Options** in the menu on the left of your screen.

Click on the **Students** hyperlink/button.

The three buttons that precede the student line on the **Student Report** screen, provide the following:

- **Arrival/Enrollment Report**—This button provides for submission of an **IMS Arrival and Enrollment Report** on the student.
- **Departure/Completion Report**—This button provides for the submission of a **Departure/Completion Report** on the student.
- **Student Status**—This button provides for **editing** of the student's information in the **IMS Status Report**.

Click on the **Arrive Enroll** button (first button on left). The **Arrival/Enrollment Report** is a report that you can send to your MILDEP and any other recipient, informing them of the student's arrival and entry into training. Data entry is fairly intuitive.

[Arrival / Enrollment Report for KU/P/TAZ/6014F]	
Student Information	
Name:	AL OTAIBI, RASHED S. J. R
ITO#:	PF6014
FIN / SCN: (without dashes)	902812412
Student Type:	Enlisted
U.S. equivalent grade:	E-8
Rank:	SSGT
Accompanying dependents:	0
Course Information	
Course No:	C-602-2039
MASL:	P131380
Title:	AE - O LEVEL STRAND
Course Classification:	Unclassified
Verify Report Date:	10 / 20 / 2003 (mm/dd/yyyy)
Verify Start Date:	10 / 20 / 2003 (mm/dd/yyyy)
Verify End Date:	1/29/2004
Student lodging information while in this course	
Lodging Info: <small>note: only for students whose living allowance is paid by the U.S. GOVT</small>	select quarters The rate of \$ a Day
Remarks while in this course	
Remarks:	
Send this INFO via email to: <input checked="" type="checkbox"/> MILDEP <input type="checkbox"/> SAO <small>guintanae@omcku.centcom.mil</small>	
Additional Email Recipients: <small>(separate each by semi-colon)</small>	
abec-edwin.j.eblamo@cnet.navy.mil;	
<input type="button" value="Submit"/> <input type="button" value="EXIT"/> [If No changes were made click EXIT]	

Click on **Back** to return to the **IMSO Student Report** screen.

Click on the **Departure/Completion Report** button (second button from left). The **Completion Report** is a report that you can send to the MILDEP informing of the student's completion of training and departure. Data entry again is fairly intuitive.

[DEPARTURE / COMPLETION - for CC/1A/CASE/WCN.KU/P/TAZ/6014F]	
Student Information	
Name:	AL OTAIBI, RASHED S. J. R
ITO#:	PF6014
FIN / SCN: (without dashes)	902812412
Student Type:	Enlisted
U.S. equivalent grade:	E-8
Rank:	SSGT
Accompanying dependents:	0
Course / Class Information	
Course No:	C-602-2039
MASL:	P131380
Title:	AE - O LEVEL STRAND
Course Classification:	Unclassified
Class Report Date:	10/20/2003
Class Start Date:	10/20/2003
Verify Class End Date:	1 / 29 / 2004 (mm/dd/yyyy)
End Of Training Status	
End of Training:	Completed Tng as scheduled
End of Training Status	
Status Type:	Completed Tng as scheduled
Remarks (if any):	MBR refused to take written test due to missed material. MBR was set back in training
Academic Warning (AW):	31OCT03-Issued Academic Warning Ltr due to poor performance--low course average of 66.29% after 2 exams in Strand.
Remarks while in this course	
Brief Remarks:	

Click on **Back** to return to the **IMSO Student Report** screen.

Click on the **Edit Student** button on the **SAN Student Report** screen. The **IMS Status Report** screen is opened. This student record can be edited as desired. Multiple **Status** entries can be made as the student's status changes.

Student Information			
Name:	AL OTAIBI, RASHED S. J. R		
LTO#:	PF6014		
FIN / SCEN:	902812412		
Student Type:	Enlisted		
U.S. equivalent grade:	E-8		
Rank:	SSGT		
Accompanying dependents:			
Student ECL Information			
Country ECL status:			
In Country ECL test score:			
Minimum direct entry ECL Required:	755A		
Course / Class Information			
Course No:	C-602-2039		
MASL:	P131380		
Title:	AE - O LEVEL STRAND		
Course Classification:	Unclassified		
Verify Class Report Date:	10	20	2003 (mm/dd/yyyy)
Verify Class Start Date:	10	20	2003 (mm/dd/yyyy)
Verify Class End Date:	1	29	2004 (mm/dd/yyyy)
Student Status (while in this course)			
Status Type			
Arrived/Reported as Scheduled (AR) on 10/20/2003			
Enrolled as Scheduled (EN) on 10/21/2003			
Status Type	Start Date	Stop Date	
2nd ITO Authorization (IO)	Oct 28 2003	Oct 28 2003	
Remarks (if any):	MBR refused to take written test due to missed materia		
Academic Warning (AW)	Oct 31 2003	Oct 31 2003	
Remarks (if any):	31 OCT03-Issued Academic Warning Ltr due to poor pi		
	Dec 5 2003	Dec 5 2003	
Remarks (if any):			
	Dec 5 2003	Dec 5 2003	
Remarks (if any):			
Send this INFO via email to: <input checked="" type="checkbox"/> MILDEP <input type="checkbox"/> SAO quintana@omcka.centcom.mil			
Additional Recipients: abec-edwin.jebblamo@cnet.navy.mil			

Note: All **aviation IMSOs** are to **enter** the number of **flying and simulator hours** in this Student Status record by Fiscal Year, upon completion of the training.

Click on **Back** and click on **My Activity**.

Reviewing Information on Your Training Activity's Courses

You can view all of the data contained in your **MILDEP's course information database**, the Military Articles and Services List (**MASL**), for the courses attended by international students at your training activity. Obviously if you notice any information that has changed or appears to be incorrect, you will want to convey that discrepancy to SATFA, NETSAFA, and AFSAT so that they can make a change if it is required. Your MILDEP will provide you with instructions as to whether or not they want you to assist in making this review. Obviously, this is very important, because this is your opportunity to help us improve the quality of data that is being provided to our overseas SAOs. The following will show you how to view the course data and send any desired notification to your MILDEP.

Click on **All Courses**, on the **IMSO Training**

[LARRY SURTEES/EDWIN EBLAMO](#) (Phone: DSN 922-7200/7201 , COMM 850-452-7200/7201)

► (NTP - Navy) NAVAL AIR TECHNICAL TRAINING CENTER

NATTC DOT IMT, 230 CHAVALIER FIELD AVE, PENSACOLA, FL, 32508-5113

8 Students |
 7 Courses |
 Activity Info |
 All Courses |
 IP Events |
 Projection Report

[Course Detail Report for (NTP) - NAVAL AIR TECHNICAL TRAINING CENTER]	
Request Course revision? Click Here	
Course No:	C-602-2039
MASL ID:	P131980
Course Title:	AE - O LEVEL STRAND
FVI:	'04
ECL:	758A
Security Clearance:	Unclassified
Duration (in weeks):	0012
Prerequisite MASL:	P131375
Analysis Code:	EF
Price Code:	V
Course Description / Administration / Remarks:	
<p>Provides selected students with fundamental knowledge and skills required to perform scheduled and unscheduled maintenance on Naval aircraft electrical and electronic instrument systems under limited supervision. Course is designed to prepare them for entry into aircraft training in specific platforms. School completion qualifies the student as an Aviation Electrician's Mate striker. Familiarization in aircraft electrical power generation, regulation and distribution, basic aircraft instrumentation, indicating systems, electro-hydraulic functions and automatic flight controls with a strong emphasis placed on schematic interpretation and signal tracing. Additional topics include maintenance publications, documentation, quality assurance, and maintenance concepts. The course consists of 362 hours of classroom instruction and 158 hours of hands-on laboratory training.</p>	
Notes:	
<p>P125 - WORKING UNIFORM/STEEL TOED SHOES REQ PARTICIPANTS ARE REQUIRED TO BRING WORKING UNIFORM AND STEEL TOE SHOES. P277 - BOO/REQ AT NATTC BOO/REQ NOT ALWAYS AVAILABLE. LOCAL HOTEL/MOTEL GOVERNMENT RATES ARE APPROX \$50 PER DAY. OFF-BASE HOUSING IS SCARCE AND EXPENSIVE. COSTS ARE ABOUT \$500 FOR 2 BEDROOMS AND \$625 FOR THREE BEDROOMS. ENSURE STUDENT HAS ADEQUATE FUNDS TO COVER OFF-BASE BERTHING/MESSING SHOULD ON-BASE FACILITIES NOT BE AVAILABLE.</p>	

Note: Air Force IMSOs need to consult with AFSAT before doing this.

The IMSO Web provides a function that allows you to record **Informational Program Event** information that the international military student has participated in.

[illegible]

Clicking on the **Event Info** button allows you to set up an **IP Event Template** for a DoD Informational Program trip/event.

[IP Event Template for (NTP) - NAVAL AIR TECHNICAL TRAINING CENTER]

Event Information	
Event Type:	Local Area Activity
Event Title:	Fort Walton Gulfarium behind the scenes and dolphin e
Event Topic Area (Check all that Apply):	<input checked="" type="checkbox"/> Constitution & Bill of Rights <input checked="" type="checkbox"/> Life (Sponsorship, American Life, Religious Institutions) <input checked="" type="checkbox"/> Ethnic/Minorities <input checked="" type="checkbox"/> Industry <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Environment Protection <input checked="" type="checkbox"/> Economics <input type="checkbox"/> Labor and Labor-Management <input checked="" type="checkbox"/> Education <input checked="" type="checkbox"/> Public and Social Welfare <input checked="" type="checkbox"/> Government Institutions <input type="checkbox"/> Political Process <input checked="" type="checkbox"/> MEDIA <input type="checkbox"/> Judicial Systems
Brief Remarks:	
Submit	

Clicking on the **Add Event Occurrence** button allows you to create another occurrence of an established IP event.

Event Template Information	
Event Template Number:	1
Action Number:	1 for FY* QTR
Event Template Type:	Local Area Activity
Event Template Title:	Fort Walton Gulfarium behind the scenes and dolphin encounter
Event Detail Information	
Event Status:	Pending
Start Date:	(mm/dd/yyyy)
End Date:	(mm/dd/yyyy)
Planned Numbers	
Planned Number of Students (Other):	
Planned Number of Escorts:	
Planned Number of Students (FMS):	
Planned Number of Students (INET):	
Actual Numbers	
Actual Number of Students (Other):	
Actual Number of Escorts:	
Actual Number of students (FMS):	
Actual Number of students (INET):	
Actual Number of students:	0
Template Topic Area(s)	<input checked="" type="checkbox"/> Constitution & Bill of Rights <input checked="" type="checkbox"/> Economics <input checked="" type="checkbox"/> Education <input checked="" type="checkbox"/> Ethnic/Minorities <input checked="" type="checkbox"/> Environment Protection <input checked="" type="checkbox"/> Government Institutions <input checked="" type="checkbox"/> Industry <input checked="" type="checkbox"/> Life (Sponsorship, American Life, Religious Institutions) <input checked="" type="checkbox"/> MEDIA <input checked="" type="checkbox"/> Public and Social Welfare
Additional Event Topic Area (Check all that Apply):	<input type="checkbox"/> Agriculture <input type="checkbox"/> Judicial Systems <input type="checkbox"/> Labor and Labor-Management <input type="checkbox"/> Political Process

Finally, the IP Event function allows you to assign individual students you have at the training activity to these events as they participate in the IP Program.

Projection Report

For the Maritime services, only, the traditional hard copy 12 Month Projection Report is provided.

Click on the **Projection Report** button on the **IMSO Training Activity** screen.

LARRY SURTEES/EDWIN EBLAMO (Phone: DSN 922-7200/7201 , COMM 850-452-7200/7201)

► (NTP - Navy) NAVAL AIR TECHNICAL TRAINING CENTER

NATTC DOT IMT, 230 CHAVALIER FIELD AVE, PENSACOLA, FL, 32508-5113

Page: 1
12/1/2003 3:37:22 AM

Report Symbol: R1005

12 MONTH PROJECTION REPORT

From: NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY

To: COMMANDING OFFICER
 NATTC DOT IMT
 230 CHAVALIER FIELD AVE
 PENSACOLA FL 32508-5113

Subj: TWELVE MONTH PROJECTION REPORT OF INTERNATIONAL MILITARY STUDENT (IMS) TRAINING

The following report provides detailed information by training activity for IMS students scheduled for training within twelve months from the date of this report. If this report contains information for more than one activity, each activity's report is shown sequentially, sorted by the activity's location code. Each activity report is sorted by MASL, Start Date and Country/IA/Implementing Agency/Case/WCN.

For each course in which an IMS student is scheduled to attend, the following is provided:

Military Articles and Services List Number (MASL)
 Course Identification Number (CIN)
 Course Data Processing Code (CDP)
 Course Title or Description
 Security Classification of Course (See Note 1 below)

For each student scheduled into the course listed, the following is provided:

Report Date
 Start Date
 End Date
 Quota Status - (Projected schedule, Tentative schedule, Quota Requested, Confirmed or Cancelled). (See Note 2 below.)
 Country / IA / Case / WCN - As shown on the student's Invitational Travel Order (ITO).
 SCN - The pseudo SSN, if known, used to identify the student while in the U.S.
 Country Manager - The P.O.C. at NETSAFA, HQ USMC or HQ USCg.

Note 1: IMSO must ensure disclosure authorization has been received prior to enrolling student in classified course.
 Note 2: Until quotas are 'Confirmed', any dates shown are tentative and subject to change and/or cancellation without notice.

Points of contact for information/clarification:

U.S. Marine Corps Training (All Countries) - (703) 784-3723/2842 DSN 278-3723/2842
 U.S. Coast Guard Training (All Countries) - (202) 267-1033 FTS 267-1033
 All other: NETSAFA - (850) 452-2900 DSN 922-2900

My Actions

This function takes the user directly to a listing of all transactions (enrollment and completion reports, etc.) that have been accomplished by the IMSO user. It also shows those pending actions that should have taken place.

Click on **My Actions** on the left hand menu of the IMSO Web.

This report shows the status of IMS from 11/27/2003 to 12/4/2003.
Including IMS that had no action taken (action pending).

Filter by Training Activity

Filter by Country

Last week

go

Action Dt	Action Desc	Report Dt	Start Dt	End Dt	Name	Activity	CC	IA	Case	WCN	MASL	Course Title
	action pending	4-Dec-03	5-Dec-03	5-Dec-03	ABDEL-FATTAH, Ahmed Abdel-Fatt	EOE	EG	P	TAT	0341G	P193139	RAM - EOD
	action pending	4-Dec-03	4-Dec-03	4-Dec-03	EL-BESHBEISHY, Mohamed Abdel-R	EOE	EG	P	TAT	0339F	P193135	HARPOON - EOD
	action pending	4-Dec-03	4-Dec-03	4-Dec-03	NADA, Badr Hosni Abdel-Maksoud	EOE	EG	P	TAT	0340F	P193135	HARPOON - EOD
	action pending	4-Dec-03	4-Dec-03	4-Dec-03	ABDEL-FATTAH, Ahmed Abdel-Fatt	EOE	EG	P	TAT	0341F	P193135	HARPOON - EOD

This function is very useful, in that it takes the user **directly** to those actions that should or are being accomplished. This precludes the lost time of having to drill down selectively to specific student records.


The user can then *go directly* to the **Enrollment** or **Completion** report desired.

Arrival Information

This is also a shortcut function that will call up all of the student records for which the SAO has uploaded Arrival Information to the SAN.

Click on **Arrival Info** on the left hand menu of the IMSO Web.

Using SAO

Photo	Report Dt	Start Dt	Name	Activity	CC	IA	Case	WCN	MASL	Course Title
	8-Mar-04	11-Mar-04	GIOVANNETTI, Flavio	EOE	IT	P	TEH	0402A	P122060	INTL EOD PHASE I
ARRIVE DATE: 12/30/2003 @ 19:05 FLIGHT NO: AZ3100										

the

Directory

Click on **SAO Directory** in the left hand menu, under **User Info**.

Type in **Brazil** in the **Search for** block and click on the **execute** button to the right.

SAO Directory sorted by country Search for 

Major FREDERICK BARRETT or Ms. BRIGIDA CARVALHO (DSN Phone: 294-9000, wait for dial tone, 5-9
BRAZIL (BR)
USMLO, UNIT 3500, APO AA 34030
Auth Sig: FREDERICK BARRETT, MAJOR, USA Auth Title: TRAINING AND OPERATIONS OFFICER
Last Update on 7/3/03 2:18:59 PM by B CARVALHO

 [Country Info](#)

Click on the **Country Info** icon.

Close the **Country Profile Information** screen by clicking on the **Red X** in upper right corner.

Country Profile Information for BRAZIL

Information last updated on: 7/3/03 2:18:59 PM by B CARVALHO

Name of Organization:	MILITARY LIAISON OFFICE BRAZIL
POC Name (i.e. Training Officer, Training FSN, etc.):	Major FREDERICK BARRETT or Ms. BRIGIDA CARVALHO
POC Title:	MILITARY LIAISON OFFICE BRAZIL
POC Email:	barrett@brasilia.mg.southcom.mil
POC Message Address:	
POC Commercial Phone:	(55 61) 248-8206 OR 248-8202
POC FAX:	(55 61) 248-8222
POC DSN Phone (if available):	294-9000, wait for dial tone, 5-9347
ITO Authorized Signature:	FREDERICK BARRETT, MAJOR, USA
Mailing Address	
Street 1:	
Street 2:	
Street 3:	USMLO
Street 4:	UNIT 3500
Street 5:	APO AA 34030
Program(s) of Responsibility:	All Programs

Using the IMSO Directory


Click on **IMSO Directory** in the left hand menu, under **User Info**.

Select **Army** in the drop down box, type in **Knox** in the **Search for** box, and click on the **execute** button to the right.

IMSO Directory sorted by Activity Code - Select service: 

Search for 

Mrs. Dianne Atcher (Phone: DSN 464-2938 , COMM (502) 624-7426/3055)
(BCY - Army) US Army Armor Center & Fort Knox
BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121

 [Activity Info](#)

You can also find **Ms. Dianne Atcher** as the IMSO POC by *searching* for: **Atcher** or **Armor**, etc.

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.

Let's do one more IMSO search. One that should interest you. Let's say you are expecting a student to arrive from English language training at the Defense Language Institute at Lackland AFB TX. But, no arrival message has been received yet. Let's find them so you can give them a call.

Click on **IMSO Directory** in the left hand menu again.

Select **Air Force** in the drop down box.

Type in **Lack** for Lackland AFB and *click* on the **execute** button.

Click on the **Activity Info** button.

Note that *clicking* on the **underlined name** will automatically address a message in your E-mail system to be sent to that person.

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.

PLEASE NOTE: Do you see why it is so important that all training activities (schools) properly and completely enter their POC information in our SAN Training database? So, let's learn how to do that in the next section.

Logging Off the SAN Web

You may now **Log Off** or *leave* the SAN Web by simply clicking on the **X** in the *upper right corner* (or click on **File** and **Exit**). If a dialog box is open, you will have to close it.

Thank YOU

Thank you very much for your time. We hope this helps you in using the **SAN** and the **IMSO Web**. Don't forget to *glance* at the **Glossary of Terms and Data Acronyms** on the following page.

Glossary of Terms and Data Acronyms

Active	Students who are currently at the training activity.
AFSAT	Air Force Security Assistance Training Squadron.
Case	FMS Case identifier.
CC	Country Code.
Confirmed	A space in a training course has been allocated and scheduled for the country.
Course No	The MILDEP Course number.
Departed	Students who have departed.
ECL	English Comprehension Level—the score assigned after completion of the English Language Test. All courses have specific ECL requirements.
FIN	Financial Identification Number—number assigned by base personnel in the DEERS system that officially identifies the IMS.
FMS	Foreign Military Sales.
IA	Implementing Agency Code—a code representing the managing U.S. military department, B-Army, D-Air Force, P-Navy.
IMET	International Military Education and Training (program).
IMS	International Military Student—includes civilians being trained under the S.A. program.
IMSO	The International Military Student Office at a U.S. military training activity or school.
ITO	Invitational Travel Order—the official document prepared by the SAO to enter the student into training.
LOC	Location Code—a code that represents the training activity or school
MASL	Military Articles and Services List—this is the number of the training within the Security Assistance database.
MCCDC	Marine Corps Combat Development Command.
MILDEP	Military Department.
NETSAFA	Naval Education and Training Security Assistance Field Activity.
Projected	Training has been approved for the country but has not yet been allocated or scheduled—a student is expected to come to the school.
Reporting	Students arriving in the next 30 days.
SAN	Security Assistance Network.
SATFA	U.S. Army Security Assistance Training Field Activity.
SAO	The overseas U.S. Security Assistance Office. This could be a dedicated SAO office, a Defense Attache' office, or a State Department office that handles Security Assistance programs.
SA	Security Assistance—assistance provided to other countries under provision of the Foreign Assistance Act and the Arms Export Control Act, as amended.
SCN	Student Control Number—Navy use only.
TLA	Travel and Living Allowance—the amount of money programmed to pay for the student's travel and living allowance costs.
WCN	Worksheet Control Number—number assigned by MILDEP to control training line within the IMET or FMS training program.